

## WCCR (Western's Co-Curricular Record) Student Coordinator

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The WCCR Student Coordinator will work closely with the Co-Curricular Experiential Learning Coordinator to support the development, function and evaluation of Western's Co-Curricular Record. The Student Coordinator is responsible for ensuring that students at Western are aware of, and make use of the WCCR.

### What will you gain from this role?

- Hone organization and communication skills
- Develop in-depth knowledge about how co-curricular activities impact student learning and employability
- A Letter of Reference from the Co-Curricular Experiential Learning Coordinator
- Recognition through Western's Co-Curricular Record

### What do we ask from you?

- Ensure the WCCR database is updated and operational (includes adding, removing, and editing activity records)
- Identify any issues with the performance of the WCCR system
- Develop and implement, in collaboration with the Coordinator, a marketing and communications plan for the WCCR, clearly identifying the main messages that are to be sent to campus stakeholders (students, staff, faculty)
- Develop content for the WCCR website and for the WCCR system
- Increase the presence of the WCCR throughout the year in student events, such as O-Week, SAO, etc
- Work with faculties and departments to include co-curricular activities into the system
- Develop, in collaboration with the Coordinator, an evaluation plan for the program
- Host focus groups and develop other evaluation tools for students, staff and faculty, to gather feedback on the WCCR program
- Develop training materials and host training sessions for students on the use and benefits of the WCCR
- Develop, in collaboration with the Coordinator, user manuals for students, staff/faculty, and validators, on the use of the WCCR program
- Gather video and written testimonials from students and external partners about the benefits of co-curricular activities
- Other duties as assigned

### What kind of candidate are we looking for?

- Enthusiastic and involved member of the Western community
- Familiar with WCCR and activities included
- Excellent communication skills
- Experience with Marketing and some event planning
- Able to work as part of a team
- Demonstrated leadership skills
- Interest in helping others and in developing leadership skills
- Full-time undergraduate or graduate student, Western main campus only
- Experience in Co-Curricular programming at Western (ASB participant, Western Serves participant, Residence Life Service Learning, LAMP Service Learning, etc.) is preferred

### Hours:

Varies depending on the time of year; hours will average out approximately 10 hours per week.

### Pay:

The rate of pay for 2018-19 is \$11.60 per hour.